

Workforce Investment Act Eligible Training Provider List Policy and Procedures

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Workforce Investment Act Eligibility Training Provider List Policy and Procedures

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POLICY AND PROCEDURES

I. PURPOSE

These policy and procedures govern the operation of the statewide Eligible Training Provider List (ETPL) in California. They address activities by State government, Local Workforce Investment Boards (Local Board) and their One-Stop centers, and those training providers who wish to offer services to individuals whose training is funded under the Workforce Investment Act (WIA).

The WIA emphasizes informed customer choice, performance accountability, and continuous improvement. One of the primary means that WIA employs to achieve these goals is the ETPL. The State is required to develop and operate the ETPL in partnership with local boards. The ETPL is designed to gather and display useful information on training providers, their services, and the quality of their programs. Only providers and programs that meet specified quality criteria will be listed on the ETPL and will be eligible to receive Individual Training Account (ITA) funding through WIA.

A One-Stop center may issue an ITA to an adult to fund training after it has determined that core and intensive services are insufficient for that customer's needs. The individual can then compare the offerings on the ETPL and, with the advice of One-Stop staff, select the best training program. In this way, the ETPL helps to provide customer choice, while also supporting increased performance accountability.

Under WIA, local boards must annually meet performance levels that they have negotiated with the State. The performance of the training providers is critical to local board performance. The performance information displayed on the ETPL will aid each local board in determining how providers are contributing to the local board's overall performance.

The ETPL will also be a useful tool for the continuous improvement of the services offered by providers. Not only will ETPL performance information help managers by giving them feedback on which programs are successful; the ETPL will inform the programs' customers of all the different training programs available to them. This informed customer choice should tend to make providers more focused on their customers' success, which will spur them to improve their programs.

II. BACKGROUND

A. WIA Requirements

1. The Governor must set procedures for the ETPL. [WIA Section 122(b)(2) and 122(c)(1)].
2. To remain eligible, providers must submit performance and cost information and annually meet performance levels on specified performance measures. The minimum performance levels are established by the Governor, but local boards may require higher levels on the specified performance measures, or local boards may require additional measures and corresponding levels. [WIA Section 122(c)(5) and (d)(1)].

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3. The local boards accept applications from training providers for listing, determine if the applicant meets State and local board criteria for listing, and forward to the State information on those providers who meet the criteria. [WIA Section 122(e)(1), (2), and (3)].
 4. The State will accept the information forwarded by local boards on training providers, compile a single state list (the ETPL), and disseminate the ETPL with performance and cost information to the One-Stop delivery system. [WIA Section 122(e)(4)(A)].
 5. Holders of ITAs shall have the opportunity to select any of the eligible providers and programs on the ETPL. Selected programs must meet the performance levels established by the Governor or, if higher, the performance levels established by the local board issuing the ITA. [WIA Section 122(c)(6) and (e)(4)(B)].
- B. State Approach – Guiding principles for the development of the ETPL Policy and Procedures

In cooperation with stakeholders, the State has adopted the following guiding principles for implementation of the ETPL.

1. Simplicity: The intent is to avoid imposing burdens that would inhibit the participation of quality training providers on the ETPL.
2. Customer Focus: The purpose of ETPL is to assist customers in selecting quality-training programs. The purpose of the 'subsequent eligibility' process is to ensure that only quality programs remain on the list.
3. Inclusiveness: The intent is to bring to the ETPL the widest range of quality training programs that meet established performance levels, (as opposed to restricting the list to only those programs of highest performance.)
4. Performance Accountability: The determination of subsequent eligibility must be based on reliable and verifiable program performance information.
5. Convergent System: To the maximum extent, existing systems should be used to collect and report the program performance information needed for determining subsequent eligibility. In the long run, these systems should converge to provide users with the widest range of information needed to make informed career decisions.
6. Focus on the End User: The policies and procedures being developed must support individuals who seek career and occupational training information; counselors who assist customers eligible for training services; training providers that seek continuous program improvement; and local boards who must make the subsequent eligibility determination.
7. Respect for Local Autonomy: The subsequent eligibility process should remain supportive of the autonomy that the WIA has otherwise granted to the local boards.

III. GENERAL PROVISIONS

- A. Types of Training to Which These Procedures Apply. [WIA Section 134(d)(4)(D); 20CFR 663.300].

In order for a provider to receive Title I-B WIA ITA funds, its program(s) must be listed on the ETPL, and these programs may provide training services, such as:

1. Occupational skills training, including training for non-traditional employment;
2. Programs that combine workplace training with related instruction, which may include cooperative education programs;
3. Training programs operated by the private sector;
4. Skill upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness skills; and
7. Adult education and literacy activities provided in combination with any other training service outlined above.

There are some training programs that are exempt from direct application to the ETPL or are subject to special ETPL policy provisions. On-the-Job Training and Customized Training (as defined by the Act) are exempt from the ETPL. Contract training providers that do not charge clients directly for their services must be listed on the ETPL, but are subject to different performance criteria.

A client may use an ITA to take a single course that is part of a larger program listed on the ETPL.

IV. APPLICATION POLICY AND PROCEDURES

This section covers general application policies and procedures that govern both initial and subsequent eligibility.

- A. Application Procedure

1. Local Boards

In accordance with State policy and procedures, each local board will determine its procedures for accepting applications from providers for initial and subsequent eligibility. Local boards may reach agreement to authorize another local board to act on their behalf in making determinations for initial and/or subsequent eligibility. At a minimum, local board procedures must incorporate all of the data elements required for completion of the ETPL Training Provider and Program Application forms required for initial eligibility and the ETPL Subsequent Eligibility Application form. These forms are included in this Directive along with line item instructions for completing them. Local boards may append additional requirements they deem necessary [WIA Section 122(e)(1)].

2. Providers

- a. Applications for initial and subsequent eligibility must be initiated by the training provider and submitted to a local board where they wish to provide services [WIA Section 122(b)(1)(D) and 122(c)(5)(A)]. If services are provided in multiple areas, the provider may submit an application to just one local board to provide services in all of the areas.
- b. Applications must be submitted in the time and manner determined by the local board [20 CFR Section 663.515 and 663.535].
- c. Applicants must agree to provide such information as may be necessary to determine program performance and to meet other requirements of the WIA. The provider must agree to make available backup data to validate any information submitted [WIA Section 122(d)(1)(A)].
- d. Providers Headquartered Outside of California

Providers headquartered outside of California who do not have in-state training facilities may apply to any local board where they wish to provide services. [WIA Section 122(e)(5)]. Applications must include all information required by the State of California. Out-of-state programs are eligible for listing on California's ETPL if the applying provider is eligible to receive funds under the Higher Education Act of 1965 and the program leads to an associate or baccalaureate degree or a certificate, or the program operates under the National Apprenticeship Act and is approved by the California Apprenticeship Council. A program that is not eligible to receive funds under the Higher Education Act of 1965 or is not operated under the National Apprenticeship Act is eligible to be listed on California's ETPL if it is listed on the ETPL in another state.

- e. Definition of a Program of Training Services

Applications must be submitted for each unique program of training services. A "program of training services" is defined in 20 CFR Section 663.508 as: *"One or more courses or classes, that upon successful completion, leads to 1) a certificate, an associate degree, or baccalaureate degree or 2) the skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training"*. In addition, each program is considered unique by its goals and curriculum, or by the requirements of the regulatory agency. Identical programs offered in different locations by the same training provider shall be considered as one program, and will not require separate applications unless the regulatory agency uses location as a factor in defining a unique program.

- f. Denial of a Provider or Program Application

If a local board denies a provider's application for Initial or Subsequent Eligibility on the ETPL it must, within 30 days, inform the provider in writing; including the reason(s); and provide complete information on the appeal process [20 CFR 667.640(b)].

3. Data Sources

There are three types of data currently included in the operation of the ETPL:

1. Administrative Information—These elements are used by either the local board or by EDD to identify a provider and process a training provider's application. Many of the data elements will not be displayed to participants or other ETPL users. Some of these data are supplied by training providers while others come from local boards or EDD.
2. Provider and Program Information—These elements describe the training provider and its programs and are used primarily to inform participants about their training options. These data are to be supplied by training providers and include such information as provider name and address, program description and curriculum, and occupations for which the training is relevant.
3. Performance Data— These data describe the performance of a program and may be used to determine if a program is eligible to remain on the ETPL. The majority of these data are supplied by providers, including their accreditation status and outcome information for all students in a program such as completion rates, entered employment rates, and wage-at-placement. The State will calculate outcomes for WIA clients and publish them on the ETPL for programs that local boards determine to be subsequently eligible to remain on the list.

These data sources are generally defined in this procedure. More detailed definitions of the ETPL data reporting requirements are included in the line item instructions for the application forms.

At this time, the policy and procedures do not require providers or local boards to submit individual client records for all participants in programs for the purpose of data verification. Once the existing automated systems are replaced with newer technology that is better suited to the needs of the ETPL, the policy governing subsequent eligibility will be revised to facilitate the development of a comprehensive Consumer Reports System for California. This will be accomplished by expanding the capacity of the State's Performance-Based Accountability (PBA) system to calculate performance outcomes for all students in programs on the list based on seed data² submitted by the providers. Out-of-state providers will not be required to submit individual client records for all participants in out-of-state programs provided those programs are otherwise listed on the ETPL in the State where the program is located.

² "Seed Data" refers to the student's social security number or other unique identifier and certain demographic information such as age, gender, ethnicity, etc. Performance outcomes will be calculated by matching the social security numbers against the State's Unemployment Insurance wage records to obtain information on employment status and earnings for students who participated in a particular program.

B. Local Board Responsibilities for Data Verification

1. Employing whatever methods they deem appropriate, local boards must ensure that the data supplied by providers for either initial or subsequent eligibility are complete.
2. The local boards may make site visits to verify the data provided to the Bureau of Private Postsecondary and Vocational Education (BPPVE) for registration purposes.
3. The local boards must have agreements with training providers the local boards nominate for listing on the ETPL that include provisions requiring providers to maintain records that are sufficient to support all provider data submissions for ETPL purposes and to make these records available for monitoring or audit by either the local board or the State.

C. Application Data Elements/Formats

1. The ETPL system will be based on a standard set of data elements accumulated on all eligible providers. These elements are incorporated into an ETPL Application Form that may be used by local boards to collect information from training providers who wish to be listed on the ETPL. If local boards choose to use a different format, they must incorporate all of the data elements on the standard ETPL applications for Initial and Subsequent Eligibility. Local boards can require data elements that are additional to those on the standard ETPL application format, as they deem necessary. The actual application form used and method of transmittal from the provider to the local board is a local decision.
2. All local board ETPL data submissions to the State must be in the standard submission format specified by EDD and comply with file structure and data coding requirements.

D. Dissemination of the ETPL

1. EDD will update the ETPL daily. EDD will make changes as soon as possible within the 30-day period allowed by WIA. Each working day, EDD will make the updated list available to all local boards in the State. [WIA Section 122(e)(4)(A)].
2. To facilitate dissemination of the ETPL to all interested partners and our customers throughout the State, EDD will ensure that the ETPL is available on the Internet and that the Internet ETPL is updated on a daily basis.
3. The local boards are responsible for ensuring that all One-Stop centers in their areas have access to the most recent version of the ETPL and make it available to their customers. [WIA Section 122(e)(4)(A)].
4. The local boards must ensure that One-Stop Centers in their areas display to their customers all of the “public” data elements on the ETPL system. However, a local board may display any additional information to their customers that the local board considers appropriate. [WIA Section 122(e)(4)(B)].

V. INITIAL ELIGIBILITY POLICY AND PROCEDURES

A. Criteria for Initial Eligibility

Providers must meet one of the following criteria in order to have their program listed on the ETPL:

1. Postsecondary institutions eligible under Title IV of the Higher Education Act and offering programs leading toward an associate degree, baccalaureate degree or certificate [WIA Section 122(a)(2)(A)]. Completed applications received for these programs shall be determined initially eligible.
2. Programs that are registered under the Act of August 16, 1937 (National Apprenticeship Act), or provide on-the-job training in the construction industry in accordance with WIA Section 122(h)³, and are approved by the Bureau of Apprenticeship and Training (BAT), for those programs that operate in California under the jurisdiction of BAT, and have a certificate of approval from the California Apprenticeship Council. Completed applications filed under this provision shall be determined initially eligible.
3. Accreditation by an institution recognized by the federal Department of Education [WIA Section 122(a)(2)(C)];
4. Approval by the California Department of Education [WIA Section 122(a)(2)(C)];
5. Approval by the Chancellor's Office of the California Community Colleges [WIA Section 122(a)(2)(C)];
6. Approval, registration, or exemption of the program by the Bureau of Private Postsecondary and Vocational Education (BPPVE) [WIA Section 122(a)(2)(C)].
7. In addition to the above criteria:
 - (a) A program shall be approved for initial eligibility only once. Thereafter, the program's eligibility will be determined under the subsequent eligibility criteria.
 - (b) A program that has been modified in goals and/or curriculum shall be considered a new program subject to an initial eligibility determination only if the regulatory body over the program has required that it be submitted to that body for approval as a new program.
8. Programs determined initially eligible for the ETPL solely based on the three criteria no longer in the policy – industry recognized, employer supported and proven effectiveness – may remain on the list until the first subsequent eligibility determination. At the time of subsequent eligibility determination for these programs, the provider must report the required performance information and demonstrate that the program meets one of the current criteria for initial eligibility.

B. Procedures for Initial Application for Listing on the ETPL

1. Each local board must submit nominations for listing on the ETPL to EDD [WIA Section 122(e)(2)].

³ In accordance with WIA Section 122(h), providers that offer on-the-job training programs in the construction industry shall comply with standards established by the California Apprenticeship Council.

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2. As part of the application process, each local board shall require applicants to certify their ability to provide the aggregate outcome information required for subsequent eligibility.
3. EDD will accept nominations for the ETPL from local boards on any working day of the year. These nominations must be in the format specified by EDD and be accompanied by all the required data elements.
4. EDD will accept daily any changes to data displayed for providers and programs already listed on the ETPL.
5. Each local board is responsible for obtaining updated information from the providers of programs listed through that local board. Local boards are responsible for informing EDD of any changes to the administrative, provider, or program data elements in order to keep the ETPL information current.
6. EDD will aggregate the nominations from all local boards to produce the ETPL. [WIA Section 122(e)(4)].
7. EDD will make the ETPL available through the Job Training Automation (JTA) System and through the Internet.
8. EDD will update the ETPL daily to incorporate initial listings, de-listings, and changes in administrative, provider, or program data elements for programs already on the ETPL. All additions and changes to the ETPL will be posted as soon as possible. In any case, additions, deletions, and changes will be posted within the required 30-day limit. [20 CFR 663.555(b) and WIA Section 122(e)(2)].

C. Special Application Procedures for the California Community College Programs

Because the California Community College system has a centralized data system managed by the Chancellor's Office at the State level, a special procedure will be available for submission of program-specific initial eligibility data. Local boards will have the option of implementing this process through the JTA system.

1. Between December 1 and December 10 of each program year the Chancellor's Office will provide EDD with community college program-specific data necessary to populate the ETPL. Specifications for this data transfer will be provided to the Chancellor's Office by EDD.
2. The local board must submit a *Community College Training Provider Application* form and a *Community College Training Program Application* form to EDD through the JTA system for a Community College wishing to have programs listed on the ETPL. The combination of the Federal Employment Identification Number (FEIN), the Classification of Instructional Programs (CIP) and the COCCC college identifier will allow EDD to obtain many of the data elements required for initial eligibility directly from the State database maintained by the Chancellor's Office.

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3. Community College forms are included in this Directive that show the data elements that will be obtained from the Chancellor's Office database and those that must be provided by the local college.

VI. SUBSEQUENT ELIGIBILITY POLICY AND PROCEDURES

A. Time Frames for Measurement of Subsequent Eligibility

1. All programs that are initially listed on the ETPL must be determined, within 18-24 months of initial listing and annually thereafter, to be eligible to remain on the ETPL. This determination is called "subsequent eligibility". [WIA Section 122(c)(1) and 20 CFR 663.530].
2. Subsequent eligibility determinations will be made on a quarterly basis beginning with the programs that were determined initially eligible and included on the ETPL during the July-September 2000 quarter. Table 1 below shows the period for determining subsequent eligibility of programs based on the quarter in which they were initially included on the list.

Table 1: Time Frames for Determining Subsequent Eligibility

Quarter of Initial Listing on ETPL	First Subsequent Eligibility Determination
July-September 2000	January-March 2002
October-December 2000	April-June 2002
January-March 2001	July-September 2002
April-June 2001	October-December 2002

B. Definition of the Performance Measures

1. Performance Indicators

Section 122(d)(1) specifies the following performance measures that must be considered by local boards in determining the subsequent eligibility of programs to remain on the ETPL.

- a. Completion rates for **all** individuals in the listed program;
- b. Percentage of **all** individuals participating in the listed program who obtain unsubsidized employment;
- c. Wages at placement in employment of **all** individuals participating in the listed program;
- d. Percentage of **WIA participants** who completed the listed program and were placed in unsubsidized employment;
- e. Retention rates in unsubsidized employment of **WIA participants**, who completed the listed program, six-months after the first day of their employment;
- f. Wages received by **WIA participants**, who completed the listed program, six-months after the first day of employment; and
- g. Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the **WIA participants** who graduated from the listed program.
- h. Costs to participate in the program.

2. Data Submission Requirements

For the first determination of subsequent eligibility, providers will be required to submit items a and b above. Item c is optional and item h is submitted by programs as part of the initial eligibility process. The WIA performance measures (items d through g) are based on the WIA performance definitions provided by the Department of Labor and will be calculated by EDD based on the individual client records reported by the local boards.

Ultimately, the State's Performance-Based Accountability (PBA) system will be used to calculate performance outcomes on the measures used to determine subsequent eligibility. A feasibility study is currently underway to expand the capability of the PBA system to perform this function. Once the PBA system has been modified, providers will be required to submit seed data for all students in a particular program to the PBA system. The seed data will be matched against wage records to calculate performance outcomes for all programs on the list.

Once the PBA system has been modified to perform the calculations for subsequent eligibility, the State Board will review the subsequent eligibility policy to determine whether all seven ETPL performance measures (listed above) or some subset of these measures will be used to determine subsequent eligibility. Providers should be prepared to submit seed data to the PBA system to calculate their performance during the second year of subsequent eligibility.

3. Definition of the All Student Measures

The first determination of subsequent eligibility will need to be made prior to the expansion of the PBA system. To avoid creating additional reporting requirements, the initial determination of subsequent eligibility for all programs on the ETPL will be based on the existing performance measures and definitions that are required by the regulatory agencies that oversee the public and private training programs on the list.

The Carl D. Perkins Vocational and Technical Education Act performance measures required by the US Department of Education for Regional Occupational Programs (ROP), Adult Education programs and Post-Secondary Vocational and Technical Education programs offered by the Community Colleges will be used to determine the subsequent eligibility of the *public training* programs on the ETPL. This includes the non-credit courses offered by the Community Colleges. Although the Perkins performance outcomes are not currently reported to the U.S. Department of Education for the non-credit courses, the majority of non-credit courses have a counterpart course that provides the same curriculum but is offered for credit. The performance outcomes that apply to the credit course that offers the same curriculum may be used to determine the subsequent eligibility of any non-credit course on the ETPL. *Private training* programs on the ETPL must be approved, registered or exempted by the Bureau of Private Post-secondary and Vocational Education (BPPVE). BPPVE requires annual reporting of a completion rate and an entered employment rate for its programs that are "approved". Programs that are classified as "registered" or

“exempted” by the BPPVE are not required to report on their performance under current State law.

Because the majority of private training programs on the ETPL are in the “registered” or “exempted” categories, all private training programs will be given the option of using the performance system defined for the public programs under the Carl D. Perkins Act or the performance system required by the BPPVE for its “approved” programs. Similarly, programs operated under the University of California and the California State University system (including the Extension Programs) are not subject to federal performance requirements. As such, these programs will also be given the option of using either performance system. Programs that elect to use the Carl D. Perkins Act performance measures defined for the completion and entered employment rates will be required to achieve the performance levels negotiated with the US Department of Education for the type of program they operate (e.g. Adult Education, Occupational, Post-Secondary Vocational, etc). Programs that elect to use the performance definitions for the completion and entered employment rate required by the BPPVE for its “approved” programs will be required to meet the performance levels established for these programs. The performance measures, operational definitions, computations and levels required by each of these systems are presented below. The requirements of each system are very different. Private training providers and administrators of programs operated under the State university systems should be given an opportunity to thoroughly review the requirements of each performance system prior to submitting their application for subsequent eligibility.

- a. Performance Measures Defined by Carl D. Perkins Act for California Department of Education Vocational and Technical Education Programs (Adult Education and Regional Occupational Programs):

Completion Rate:

Definition of Completer: A vocational/technical education completer is a student who completes the capstone or final course in a sequence of courses or units established for a vocational/technical education program or who successfully completes an industry-validated examination for a program.

Formula for Calculating the Program Completion Rate: The number of completers divided by the total number of students enrolled in the program.

Entered Employment Rate:

Definition of Entered Employment: Program completers who enter full-time or part-time employment within six months after completing and leaving the program.

Formula for Calculating Entered Employment Rate: The number of program completers who enter full-time or part-time employment within six months after completing and leaving the program divided by the total number of program completers.

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Wage at Placement:

These data are not required by the U.S. Department of Education and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level, the data should be reported and will be published on the ETPL.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

- b. Performance Measures Defined by Carl D. Perkins Act for Post-secondary Vocational Education Programs offered by the Community Colleges:

Completion Rate:

Definition of Completer: A student who during the measurement year completed at least one apprenticeship, advanced occupational or clearly occupational (SAM A-C) course and earned at least 12 vocational units (SAM A-D) in a program area (defined by two-digit TOP code); or earned a vocational degree or certificate.

Definition of Leaver: A student who left the program is defined as a student who did not complete based on the definition above and did not enroll at any California Community College for a full academic year.

Definition of Cohort: The sum of students who, during the measurement year, successfully completed or left a program.

Formula for Calculating Program Completion Rate: The number of students in the cohort receiving a certificate or degree or enrolled in a California four year public university or the military with or without a degree divided by the number of students in the cohort.

Entered Employment Rate:

Definition of Entered Employment: Vocational education leavers and completers who were found in one of the four quarters following the cohort year in Unemployment Insurance covered employment, federal employment, the military or a public 4-year educational institution.

Formula for Calculating Entered Employment Rate: The number of vocational education leavers and completers found in one of the four quarters following the cohort year in federal or state covered employment, the military or continuing at a California four year university divided by the total number of vocational education leavers and completers in the cohort.

Wage at Placement:

These data are not required by the U.S. Department of Education and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level the data may be

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reported and will be published on the ETPL. These data should be verifiable and may be subject to audit.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

c. Performance Measures Defined by BPPVE for “Approved” Programs:

Completion Rate:

Definition of Completer: A student who received a degree, diploma, certificate or other document signifying satisfactory completion of the requirements of a program or course during a calendar year. Excludes students who withdrew due to death, disability, illness, pregnancy, military service or participation in the Peace Corp or Domestic Volunteer Service; students enrolled in less than 50 percent of the program/course; and corporate students in a program funded by their employer.

Formula for Calculating Completion Rate: The number of students who received a degree, diploma, certificate or other document signifying satisfactory completion of the requirements of a program or course during a calendar year divided by the total number of students enrolled in the course excluding those who dropped out for reasons covered under the exclusions.

Entered Employment Rate:

Definition of Employment: Employment must be a minimum of 32 hours per week for at least 60 days in a line of work, field of study, or relevant occupation within six months of the date that training was completed.

Formula for Calculating Entered Employment Rate: Number of students who completed training in a calendar year and are employed in a field of study divided by the number of students who completed, excluding those who dropped out for reasons covered under the definition of completers.

Wage at Placement:

These data are not required by the BPPVE and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level the data may be reported and will be published on the ETPL. These data should be verifiable and may be subject to audit.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

d. Performance Measures Defined for Contract Training Programs

Local boards may establish different performance levels than those established by the State for contracted training programs that target special populations with multiple barriers to employment. These programs are described in WIA Section 134(d)(4)(G)(iv). Local boards are authorized to use the terms of the contract to define performance levels and the performance measurement period for contracted training programs. In establishing performance levels for these programs, local boards shall take into consideration the specific geographic and demographic factors in the local area where the program operates [WIA Section 122(4)(A)] and the characteristics of the population being served [WIA Section 122(4)(B)].

e. Performance Measures Defined for Out-of-State Providers

Out-of-State providers may use the definitions and computation methodologies determined for programs in California or those used by the State in which the provider offers services. These providers will provide the local boards with actual levels for the required performance measures for the applicable measurement period. These data should be verifiable by California or by the state in which the provider is physically located.

C. Performance Levels for Subsequent Eligibility

1. State Minimum Performance Requirements [WIA Section (c)(6)(A)]

The completion and entered employment rates for all students in a program will be used to determine a program's eligibility to remain on the list during the first subsequent eligibility determination period (January through December 2002). If available, the placement wage should be reported for inclusion on the list to facilitate customer choice. However, the placement wage will not be considered as a factor in determining the eligibility of a program to remain on the list during the initial measurement period.

For calendar year 2002, the level of performance required for a program to be determined subsequently eligible will be the level negotiated between the program and the State control agency for the program or the State Control agency and its applicable Federal regulatory agency, as appropriate. Programs not required by a regulatory agency to report performance, such as the State university systems, are subject to the performance requirements of the system the provider selected to report under for the purpose of subsequent eligibility (see Section VI.B.3.). The negotiated performance levels for each program type are specified in the *Table 2* below along with the corresponding measurement periods and reporting time frames.

Table 2: Negotiated Performance Levels, Measurement Periods and Reporting Time Frames

Program Type	Measurement Period	Negotiated Performance Levels		Data Available
		Completion Rate	Entered Employment Rate	
CDE ¹	July 2000-June 2001	80.26%	58.18%	2/15/02
COCCC ²	July 1997-June 1998 ³	59.82%	83.19%	4/1/02 ⁴
BPPVE ⁵	January-December 2000	60%	70%	2/15/02

Programs operated by the California State University system are not required to report performance to the U.S Department of Education.

2. Criteria for Determining Eligibility to Remain on the ETPL

Programs that achieve a level of performance that is within 80 percent of the required performance level on the completion and entered employment rate measures will be determined eligible to remain on the list, as long as the program achieves an entered employment rate of at least 60 percent. The only exceptions to the 60 percent enter employment rate rule occur when:

- a. The responsible regulatory agency negotiates an entered employment rate of less than 60%.

For example, Adult Education and Regional Occupational Programs administered by the California Department of Education have negotiated with the federal Department of Education a level for the entered employment rate of 58.18 percent. As such, these programs must achieve their goal of 58.18 percent on the entered employment rate measure to remain eligible on the list.

- b. The Local Area requests the program be granted a grace period. Please refer to Section VI. 3. below.

¹ CDE: Includes Adult Education and Regional Occupational Programs administered by the California Department of Education.

² COCCC: Includes Post-secondary vocational and technical education programs administered by the Chancellor's Office of California Community Colleges

³ By definition, the Carl Perkins completion and entered employment rate measures include 1997-98 vocational education completers and leavers.

⁴ Data for the most current 12-month measurement period may be used if necessary to meet the deadlines for submission of subsequent eligibility determinations to EDD (deadlines are specified in Section D.8 below).

⁵ BPPVE: Includes private training programs that are approved, registered or exempted by the Bureau of Private Post Secondary and Vocational Education.

Table 3 below shows the minimum performance levels that each program must achieve on each measure to remain eligible on the ETPL. Programs that fail to meet the minimum level of performance will be removed from the list for a period of one year or until additional performance data are available for the next 12-month measurement period.

Table 3: Minimum Performance Levels Required to Remain Eligible

Program Type	Performance Goal		Minimum Level Required To Remain Eligible	
	Completion Rate	Entered Employment Rate	Completion Rate	Entered Employment Rate
CDE	80.26%	58.18%	64.21%	58.18%
COCCC	59.82%	83.19%	47.86%	66.55%
BPPVE	60%	70%	48%	60%

3. Local Board Discretion

For the first subsequent eligibility determination period, local boards are authorized to retain programs on the ETPL that do not meet the minimum State performance levels on an exception basis. Examples of circumstances that may warrant an exception include:

- a. Programs that do not have outcomes to report because they were not offered during the measurement period;
- b. Programs with performance outcomes that are based on only a small number of students;
- c. Programs that target the hardest to serve populations;
- d. Non-credit courses offered by the Community Colleges that do not have a counterpart course that provides the same curriculum and is offered for credit;
- e. Other justification that is consistent with local ETPL policy.

Programs will be retained on an exception basis for a period of 12 months or until they are due to be measured for subsequent eligibility for the second time. Programs retained by exception that fail to meet the minimum State performance levels in the second determination period will be removed from the ETPL for a period of 12 months or until the next full year of performance data are available.

4. Local Board Authority to Establish Higher Performance Levels

- a. For the purpose of issuing Individual Training Accounts, local boards may set higher levels than those established by the Governor. In addition, a local board can set levels for any additional measures that it determines to be appropriate [WIA Section 122(c)(6)(B)]. The local board must ensure that any higher and/or additional levels set do not pose artificial barriers to programs that target the hard-to-serve. Local boards are encouraged to enter into agreements with other local boards for the purpose of establishing regional performance criteria.
- b. Local boards may establish different performance levels than those established by the Governor for contracted training programs that target special populations with multiple barriers to employment. These programs are described in WIA Section 134(d)(4)(G)(iv). In establishing performance levels for the contracted training programs, the local board shall take into consideration:
 1. The specific economic, geographic and demographic factors in the local board where the programs operate [WIA Section 122 (c) (4)(A)]; and
 2. The characteristics of the populations served by the programs seeking eligibility, including the demonstrated difficulties in serving these populations, where applicable [WIA Section 122(4)(B)].

D. Procedures for Subsequent Eligibility Determination

1. A program must be determined subsequently eligible once per year, according to the time frames set forth in *Table 1*.
2. Local boards will use State guidelines and State performance criteria to determine the subsequent eligibility of programs based on the performance data submitted by providers. For Community College programs, the Chancellor's Office will make the compiled performance outcomes by program area available to the local colleges in accordance with the reporting schedule that is currently in place for submitting the Carl Perkins performance outcomes to the US Department of Education. Local colleges can access performance outcomes reported to the US Department of Education for program areas corresponding to their programs on the ETPL via the Internet at <http://www.cccco.edu>. For the Adult Education and Regional Occupational Programs, performance data are compiled at the local level by the local education agencies in accordance with federal performance reporting requirements. University of California, State University programs, including university extension programs, and private training programs will be allowed to self-report performance outcomes for the completion and entered employment rate measures for the determination of subsequent eligibility. Reporting time frames for each program type are shown in *Table 2* above.
3. Where sufficient data are available, EDD will calculate the WIA performance outcomes and publish them on the statewide ETPL for those programs that are determined subsequently eligible to remain on the list.

4. A *Subsequent Eligibility Application* form is included as part of this Directive.
5. A program that meets the minimum performance levels established by the State shall be determined as meeting the State's subsequent eligibility requirements. A local board may establish higher performance levels for programs to meet in order to qualify to receive local ITA funds, but those higher performance levels shall not be considered when making a determination of subsequent eligibility for retention on the ETPL.
6. If EDD has not been notified of a subsequent eligibility determination within 30 days after the close of quarter in which subsequent eligibility should be determined, the program will be removed from the statewide ETPL.
7. The WIA participants enrolled in a program that has been denied subsequent eligibility status for failure to meet minimum performance levels may remain in that program and may have ITA funds expended on their behalf until they have completed or left that program.
8. Local boards must submit determinations of subsequent eligibility to EDD in accordance with the schedule shown in *Table 4* below.

Table 4: Schedule for Determining Subsequent Eligibility

Quarter that Program was Initially Listed on ETPL	Period of First Subsequent Eligibility Determination	Final Deadline for EDD to Receive Subsequent Eligibility Determinations For all Programs Requiring Determination this Quarter	Deadline for EDD To Remove or Retain Programs on Statewide ETPL
July-September 2000	January-March 2002	April 30, 2002	May 14, 2002
October-December 2000	April-June 2002	July 31, 2002	August 14, 2002
January-March 2001	July-September 2002	October 31, 2002	November 14, 2002
April-June 2001	October-December 2002	January 30, 2003	February 13, 2003

9. Subsequent eligibility determinations submitted to EDD must include all of the data elements shown on the *Subsequent Eligibility Application* form included in this Directive.

VII. DENIAL, DE-LISTING AND APPEALS

A. Denial of Application for Initial or Subsequent Listing

1. Reasons for Denial.

- a. The local boards or EDD may deny eligibility if the application from a provider is not complete or not submitted within required timeframes.
 - b. The local boards or EDD must deny eligibility if an applicant fails to meet the minimum criteria for initial or subsequent listing specified in this procedure (refer to Section IV. B. 3.). [WIA Section 122(e)(2)].
 - c. EDD must deny eligibility if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)].
 - d. The local boards or EDD may deny eligibility to a provider who has been found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)].
2. If a local board denies a provider's application for listing on the ETPL, the local board must, within 30 days of receipt of the application, inform the provider in writing including the reason(s) for the denial and complete information on the appeal process.
 3. If EDD denies a provider's program listing on the ETPL, EDD must within 30 days of receipt of the nomination from a local board, inform the local board in writing and include the reason(s) for the denial and complete information on the appeal process.

B. De-listing of a Program on the ETPL

1. Reasons for De-listing.

- a. The local boards or EDD may de-list a program if the provider fails to provide all the data required for subsequent eligibility determination within the required timeframes. [WIA Section 122(d)(1)].
- b. The local boards or EDD must de-list a program at any point at which it is determined that the program does not meet the minimum criteria for initial listing specified in this procedure (see Section IV.B.3.). For example, a program can be de-listed if its eligibility depended on accreditation, and the accreditation was lost. [WIA Section 122(c)(6)].
- c. The local board or EDD must de-list a program if, as a result of the subsequent eligibility determination process, the program is found not to have met the minimum levels of performance set by the State. [WIA Section 122(e)(6)].
- d. EDD must de-list a program if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)].
- e. The local boards or EDD may de-list a program if the provider is found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)].

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2. If a local board de-lists a program from the ETPL, the local board must, within ten days of its decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeals process.
3. If EDD de-lists a program from the ETPL, EDD must, within ten-days of its decision, inform the local board in writing and include the reason(s) for the denial and complete information on the appeal process. Within 10 days of receipt of the notification of de-listing from EDD, the local board must inform the provider of the de-listing and the associated appeal rights

C. Penalties

1. If EDD, in consultation with the appropriate local board, determines that a provider intentionally supplied inaccurate information for ETPL purposes, EDD shall terminate the eligibility of the provider to receive any funds under WIA Section 133(b) for a least two years. [WIA Section 122(f)(1)].
2. If EDD or a local board working with EDD, determines that an eligible provider substantially violates any WIA requirement, EDD or the local board working with EDD may terminate the eligibility of the provider to receive any funds for a period of time under WIA Section 133(b) or take other such action as EDD or the local board deems appropriate. [WIA Section 122(f)(2)].

D. Appeals to Local Boards [WIA Section 122(g)]

This procedure applies to appeals by training providers to local boards based on the denial of a provider's application for initial or subsequent listing on the ETPL or the de-listing of a program already listed on the ETPL.

Each local board must have a written appeal process that includes the following required provisions:

1. A provider wishing to appeal a decision by a local board must submit an appeal to the local board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.
2. The first step in any local board appeal process must be an informal meeting between the local board staff and the appealing provider. The purpose of this meeting is to forestall the appeal process if there is an easy solution to the dispute.
3. The local board procedures must include the opportunity for appealing providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and

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question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.

4. A local board must notify providers of its final decision on an appeal within 60 days of receipt of the appeal. This period includes a hearing, if requested by the provider.

E. Appeals to EDD. [WIA Section 122(g)]

This procedure applies only to an appeal by a training provider based on an EDD denial of the provider's application for initial listing on the ETPL or the de-listing of a program already listed on the ETPL. In addition, a provider may appeal to EDD if it has exhausted the appeal process of a local board and is dissatisfied with the local board's final decision.

1. A provider wishing to appeal to EDD must submit an appeal request to EDD within 30 days from the local board's notification to the provider of their final decision on an appeal. The request for appeal to EDD must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.
2. EDD will promptly notify the appropriate local board when EDD receives a request for appeal. EDD will also notify the appropriate local board when EDD makes the final decision on an appeal.
3. EDD will administratively review an appeal, make a preliminary decision, and notify the provider. EDD can either uphold or reverse the appealed decision, or EDD can refer the appeal to the California Unemployment Insurance Appeals Board (CUIAB). EDD will also refer an appeal to the CUIAB if the provider requests a hearing in writing within 15 days of the issuance of EDD's preliminary decision. The CUIAB will schedule a hearing with an administrative law judge whose decision will be issued within 60 days of the appeal being referred to the CUIAB or within 30 days of the closing of the record.
4. The administrative law judge shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s) and to be represented. The decision of the CUIAB administrative law judge is the final administrative decision.

 Employment Development Department State of California WORKFORCE INVESTMENT ACT TRAINING PROVIDER APPLICATION				01 Provider Code (FEIN)	
				For Internal Office Use Only	
				02 Subgrantee Code	
				03 Agency Code	
				04 Local Provider Code	
05 Provider Name				06 Legal Name (if different)	
07 Mail Address				08 ZIP	
09 Main Phone ()		10 Main E-Mail		11 Web Site Address	
12 Administrative Contact Name		13 Administrative Contact Title		14 Administrative Contact E-mail	
15 Administrative Contact Phone ()		16 Administrative Contact Fax ()		17 Admissions Phone (if different) ()	
18 Financial Aid Phone (if different) ()					
19 Accreditation 1 Yes 2 No		20 Accrediting Body			
21 HEA Eligible (Pell Grant) 1 Yes 2 No		22 Financial Aid Available 1 Yes 2 No		23 Online Registration Available 1 Yes 2 No	
24 Institution Type 1 Public 2 For-profit 3 Non-profit Religious 4 Non-profit Public benefit 5 Mutual 6 Other		25 Provider Type 1 University 2 College 3 Faith Based Organization 4 Community Based Organization (CBO) 5 Vocational 6 Postsecondary 7 ROC/P 8 Other		Additional Services 26 Job Placement Assistance 1 Yes 2 No 27 Career Assessment 1 Yes 2 No 28 Career Counseling 1 Yes 2 No 29 Tutorial Services 1 Yes 2 No 30 ESL Courses 1 Yes 2 No 31 GED Assistance 1 Yes 2 No 32 On-site Childcare 1 Yes 2 No 33 Other 1 Yes 2 No	

ETPL EPVA

WIA Training Provider Application

Line Item Instructions

The following are line item instructions for completing the Training Provider Application form. These instructions are intended to assist applicants with completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

01 Provider Code (FEIN)	Record the provider's nine-digit Federal Employer Identification Number (FEIN). This number is provided by the provider and used for administrative purposes. It will not be displayed on the public list.
02 Subgrantee Code	Record the three-digit code that is used to identify the LWIB. This data field is required to be completed by the LWIB.
03 Agency Code	Record the locally defined agency code. This is an optional data field that is completed by the LWIB.
04 Local Provider Code	Record the code used by the LWIB to allow cross-referencing between the local system and the system. This is an optional data field that is completed by the LWIB.
05 Provider Name	Record the name under which the institution operates. This name will be displayed on the statewide ETPL. This data field is required to be completed by the provider.
06 Legal Name	Record the name in which the institution is legally registered. This data field is required to be completed by the provider.
07 Mail Address City, State	Record the provider's mailing address. This data field is required to be completed by the provider. Record the city and state of the provider's mailing address. This data field is required to be completed by the provider.
08 ZIP Code	Record the five or nine-digit ZIP code for the provider's mailing address. This data field is required to be completed by the provider.
09 Main Phone	Record the principal business telephone number, including the area code. This data field is required to be completed by the provider.

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10 Main e-mail	Record the principal electronic mail address. This is an optional data field that is completed by the provider.
11 Web site Address	Record the principal business uniform resource locator (URL) or Web site address. This optional data field is completed by the provider.
12 Administrative Contact Name	Record the individual who is the provider's primary contact person for the application. This data field is required to be completed by the provider.
13 Administrative Contact Title	Record the title of the primary contact person. This data field is required to be completed by the provider.
14 Administrative Contact E-mail	Record the electronic mail address for the primary contact person. This optional data field is completed by the provider.
15 Administrative Contact Phone	Record the telephone number, including the area code and extension, for the primary contact person. This data field is required to be completed by the provider.
16 Administrative Contact Fax	Record the fax number, including the area code, for the primary contact person. This optional data field is completed by the provider.
17 Admissions Phone	Record the admissions telephone number, including the area code and extension, if different from the main phone number. This optional data field is completed by the provider.
18 Financial Aid Phone	Record the financial aid telephone number, including the area code and extension, if different from the main telephone number. This optional data field is completed by the provider.
19 Accreditation	<p>Check the appropriate box.</p> <p>1 Yes—The provider has been granted accreditation. Accreditation is a means of insuring a basic level of quality over postsecondary educational institutions by a mostly non-governmental, peer evaluation of educational institutions and programs.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>


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20 Accrediting Body	<p>If provider is accredited, record the name of the organization granting accreditation.</p> <p>If the provider is accredited, this data field is required to be completed by the provider.</p>
21 HEA Eligible (Pell Grant)	<p>Check the appropriate box.</p> <p>1 Yes—The provider is eligible to receive assistance under Title IV of the Higher Education Act.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
22 Financial Aid Available	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers financial aid programs such as government grants, student loans, and work-study programs.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
23 Online Registration Available	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers online registration.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
24 Institution Type	<p>Check the appropriate box.</p> <p>1 Public—The provider is funded partly or fully by taxes, and is able to accept a large number of applicants.</p> <p>2 For-profit</p> <p>3 Non-profit Religious</p> <p>4 Non-profit Public benefit</p> <p>5 Mutual</p> <p>6 Other</p> <p>This data field is required to be completed by the provider.</p>

25 Provider Type	<p>Check the appropriate box.</p> <p>1 University</p> <p>2 College</p> <p>3 Faith Based Organization—The provider is a non-profit religious organization.</p> <p>4 Community Based Organization (CBO)—The provider is a non-profit organization that is representative of a community or a significant segment of a community and has demonstrated expertise and effectiveness in the field of workforce investment.</p> <p>5 Vocational—The provider offers a sequence of courses and programs that pertain to an occupation or are job-oriented, providing specific skills for a trade.</p> <p>6 Postsecondary—The provider is an institution of higher education that provides not less than a two-year program of instruction that is acceptable for credit toward a degree.</p> <p>7 ROC/P—The provider is operating a regional occupation center/program.</p> <p>8 Other</p> <p>This data field is required to be completed by the provider.</p>
26 Job Placement Assistance	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers services in assisting its graduates in obtaining employment.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
27 Career Assessment	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers career assessment services.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
28 Career Counseling	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers counseling services to help individuals make career decisions.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>

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29 Tutorial Services	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers tutoring services to encourage and assist individuals in learning a particular subject.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
30 ESL Courses	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers classes/courses in English as a second language for non-native and limited English speakers.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
31 GED Assistance	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers assistance to individuals in attaining a certificate of General Educational Development.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
32 On-site Childcare	<p>Check the appropriate box.</p> <p>1 Yes—The provider offers childcare at the training site.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
33 Other	<p>Check the appropriate box.</p> <p>1 Yes</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>

 Employment Development Department State of California			01 Provider Code (FEIN)		For Internal Office Use Only		
			02 CIP Code				Program Code
WORKFORCE INVESTMENT ACT TRAINING PROGRAM APPLICATION					03 Subgrantee Code		
					04 Agency Code		
					05 Date Received by LWIB		
					06 Local Program Code		
Provider Name							
07 Program Name			08 Program Description				
09 Training Site Address			City, State		10 Zip		11 County
12 Listed on Other State's ETPL 1 Yes 2 No		13 ADA Compliant 1 Yes 2 No	14 Total Hours of Instruction	15 Credits		16 Non-Credit 1 Yes 2 No	17 Credit Time 1 Semester 2 Quarter
Total Program Cost 18 Tuition \$ _____ 19 Fees \$ _____ 20 Expenses \$ _____ TOTAL \$ _____		21 Mode of Delivery 1 Classroom 2 Internet 3 Correspondence 4 Broadcast 5 Computer Based Instruction	When Program is Offered 22 Days 1 Yes 2 No 23 Evenings 1 Yes 2 No 24 Weekends 1 Yes 2 No	25 Frequency of Offering 1 Weekly 2 Monthly 3 Quarter 4 Semester 5 Other		26 BPPVE Approval Status 1 Approved 2 Temporary Approval 3 Registered 4 Exempt 9 Not Applicable 27 BPPVE Approval Expiration Date	
28 Other BPPVE Approved Programs 1 Yes 2 No		29 Registered Apprenticeship 1 Yes 2 No	30 Registered Date	Other List Criteria 31 CDE Approved 1 Yes 2 No 32 COCCC Approved 1 Yes 2 No 33 Proven Effectiveness <i>No longer Used</i> 34 Employer Support <i>No longer Used</i> 35 Industry Authorized <i>No longer Used</i>			
36 Continuing Education Units (CEU)			37 CEU Granting Institution				
38 Resources Required 1 Yes 2 No		39 Program Goal 1 Skill Attainment 5 Associate Degree 2 Certificate 6 Baccalaureate Degree 3 Registration 7 Other 4 License		40 Credentialing Body 41 Projected Hourly Wage After Program Completion			
42 Prerequisites							
43 Skills Sets							

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44 Curriculum		45 Relevant Occupations (SOC/O*NET Code)	
Course Code	Course Title	Code	Title
		46 Relevant Occupation Recommendation	
		SOC/O*NET Category	Description
Accessibility 47 On-Site Parking 1 Yes 2 No 48 Public Transportation 1 Yes 2 No 49 Disabled Student Access 1 Yes 2 No 50 Sign Language 1 Yes 2 No 51 Other Languages 1 Yes 2 No 52 Other 1 Yes 2 No		53 Target Audience 54 Average Class Size 55 Equipment To Be Used	
Initial Performance Information			
56 Period Begin Date	57 Period End Date	58 Participant Universe	59 Average Hourly Wage at Placement
60 Program Completion Rate	61 Entered Employment Rate	62 Skill/Credential Attainment Rate	63 Retention Rate
I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.			
64 Printed Name of Provider Representative		65 Title	66 Date
Signature			

ETPL EPGA

Rev. 04/02

Revised WIA Training Program Application

Line Item Instructions

The following are line item instructions for completing the Training Program Application form. These instructions are intended to assist applicants with the completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

01 Provider Code (FEIN)	Record the provider's nine-digit Federal Employer Identification Number (FEIN). The JTA system will automatically add two digits to the provider code to distinguish the difference between identical programs offered by the same provider at a different location.
02 CIP Code	Record the six-digit Classification of Instructional Programs (CIP) Code. The CIP Code is the U.S. Department of Education's standard code for federal surveys and state reporting of institutional data, including program offerings, enrollments, and completions. You may view the <i>CIP Code Handbook</i> at the Web site address http://nces.ed.gov/npec/papers/PDF/cip.pdf This data field is required to be completed by the provider.
Program Code	This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.
03 Subgrantee Code	Record the three-digit code that is used to identify the LWIB. This data field is required to be completed by the LWIB.
04 Agency Code	Record the locally defined agency code. This optional data field is completed by the LWIB.
05 Date Received by LWIB	Record the date the LWIB received the application form. This data field is required to be completed by the LWIB.
06 Local Program Code	Record the local program code that is assigned by the LWIB. This optional data field is completed by the LWIB.
Provider Name	Record the name to be displayed on the ETPL. This data field is required to be completed by the provider.
07 Program Name	Record the name of the training program or course of instruction to be considered for eligibility. This data field is required to be completed by the provider.

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08 Program Description	Record the description of the program or course. This data field is required to be completed by the provider.
09 Training Site Address	Record the training site's address. A separate program application is required for each geographical location. This data field is required to be completed by the provider.
City, State	Record the city and state of the training site address. This data field is required to be completed by the provider.
10 ZIP	Record the five or nine-digit ZIP code for the training site address. This data field is required to be completed by the provider.
11 County	Record the two-digit County code for the training site. This information can be accessed via the JTA system or located at the following Web site: http://www.cagenweb.com/cpl/cpl_cnty.htm This data field is required to be completed by the provider.
12 Listed on Other State's ETPL	Check the appropriate box. 1 Yes —The program is listed on another state's ETPL. 2 No This data field is required to be completed by the provider.
13 ADA Compliant	Check the appropriate box. 1 Yes —The provider meets the Americans with Disabilities Act (ADA) as defined by Federal and State requirements. 2 No This data field is required to be completed by the provider.
14 Total Hours of Instruction	Record the total number of hours for program/course being offered. This data field is required to be completed by the provider.
15 Credits	Record the total number of credit hours (if applicable) for program/course being offered. This optional data field is completed by the provider.
16 Non-Credit	Check the appropriate box. 1 Yes —The program is not for credit. 2 No This data field is required to be completed by the provider.

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17 Credit Time	<p>Check the appropriate box.</p> <p>1 Semester—The length of the program is 18 weeks of instruction or six months in an academic year.</p> <p>2 Quarter—The length of the program is 12 weeks of instruction in an academic year.</p> <p>This data field is required to be completed by the provider.</p>
18 Tuition	<p>Record the tuition price charged to the general public for all administrative, registration, and class fees, etc.</p> <p>This data field is required to be completed by the provider.</p>
19 Fees	<p>Record the required fees such as memberships, special room rentals, entrances, etc.</p> <p>This data field is required to be completed by the provider.</p>
20 Expenses	<p>Record the essential expenses such as books, materials, and special transportation, parking passes, etc.</p> <p>This data field is required to be completed by the provider.</p>
Total	<p>Record the total by adding the amount for tuition, fees, and expenses.</p> <p>This data field is required to be completed by the provider.</p>
21 Mode of Delivery	<p>Check the appropriate box.</p> <p>1 Classroom—The program is conducted in a classroom style.</p> <p>2 Internet—The program is conducted entirely online, via the World Wide Web.</p> <p>3 Correspondence—The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.</p> <p>4 Broadcast—The program is transmitted by radio or television.</p> <p>5 Computer-Based Instruction—The program is an interactive computer-based training course.</p> <p>This data field is required to be completed by the provider.</p>
22 Days	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered between 6:00 a.m. and 4:59 p.m.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>

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23 Evenings	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered at or after 5:00 p.m.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
24 Weekends	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered Saturday's and/or Sunday's.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
25 Frequency of Offering	<p>Check the appropriate box.</p> <p>1 Weekly</p> <p>2 Monthly</p> <p>3 Quarter</p> <p>4 Semester</p> <p>5 Other</p> <p>This data field is required to be completed by the provider.</p>
26 BPPVE Approval Status	<p>Check the appropriate box.</p> <p>1 Approved</p> <p>2 Temporary Approval</p> <p>3 Registered</p> <p>4 Exempt</p> <p>9 Not Applicable</p> <p>This data field is required to be completed by the provider.</p>
27 BPPVE Approval Expiration Date	<p>Record the date that BPPVE approval, temporary approval or registration expires <i>or the date that an exemption was granted by the BPPVE.</i></p> <p>This data field is required to be completed by the provider.</p>
28 Other BPPVE Approved Programs	<p>Check the appropriate box.</p> <p>1 Yes—The provider has other programs approved by the Bureau for Private Postsecondary and Vocational Education.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>

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29 Registered Apprenticeship	<p>Check the appropriate box.</p> <p>1 Yes—The program is approved under the National Apprenticeship Act.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
30 Registered Date	<p>Record the registration date.</p> <p>This data field is required to be completed by the provider.</p>
31 CDE Approved	<p>Check the appropriate box.</p> <p>1 Yes—The program is approved by the California Department of Education.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
32 COCCC Approved	<p>Check the appropriate box.</p> <p>1 Yes—The program is approved by the Chancellor's Office of the California Community Colleges.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
33 Proven Effectiveness	<p><i>This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i></p>
34 Employer Support	<p><i>This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i></p>
35 Industry Authorized	<p><i>This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i></p>
36 Continuing Education Units (CEU)	<p>Record the number of continuing education units offered.</p> <p>This optional data field is completed by the provider.</p>

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37 CEU Granting Institution	Record the name of the institution granting continuing education units. If CEU is offered, this data field is required to be completed by the provider.
38 Resources Required	Check the appropriate box. 1 Yes —The program requires student-supplied items. 2 No This data field is required to be completed by the provider.
39 Program Goal	Check the appropriate box. 1 Skill Attainment —The program provides individuals with academic, occupational, or employability skills. 2 Certificate —A certificate means any diploma, document, or other written degree that signifies, purports, or is generally taken to signify satisfactory completion of requirements of an academic, educational, technological, or professional program of study beyond the secondary school level. 3 Registration —A program that usually leads to requiring individuals to file with a government agency before practicing the occupation. 4 License —A program that prepares an individual to obtain an official document that authorizes them to engage in a specific activity. 5 Associate Degree —A degree granted by community colleges to students who complete a specified program of study, usually totaling 60 units. 6 Baccalaureate Degree —A level of education marked by the completion of the equivalent of four or more years of full-time education. There are two kinds of bachelor degrees, Bachelor of Arts and Bachelor of Science. 7 Other This data field is required to be completed by the provider.
40 Credentialing Body	Record the name of the organization granting the credential. If the program goal is marked as 2-6 in box 39 (above), this data field is required to be completed by the provider.
41 Projected Hourly Wage After Program Completion	Record the projected hourly wage after completing the program. This optional data field is completed by the provider.

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42 Prerequisites	<p>Record the requirements needed, such as grade level, skills, etc. for entry into the offered program/course.</p> <p>This data field is required to be completed by the provider.</p>
43 Skills Sets	<p>Record the list of skill sets to be acquired upon completion of the program course.</p> <p>This optional data field is completed by the provider.</p>
44 Curriculum	<p>Record the list of individual courses and course codes needed in order to complete the program.</p> <p>This data field is required to be completed by the provider.</p>
45 Relevant Occupations	<p>Record the list of occupations, including the Standard Occupational Classification (SOC) / Occupational Information Network (O*NET) code, for which the program is applicable. The SOC code can be located in the following Web site stats.bls.gov/oco/home.htm</p> <p>The O*NET 3.1 database can be located in the following Web site www.onetcenter.org</p> <p>This data field is required to be completed by the provider.</p>
46 Relevant Occupation Recommendation	<p>If a SOC/O*NET code is not available, record the list of occupations, including the two-digit SOC category for the major occupation group or industry in which the program is applicable.</p> <p>This optional data field is completed by the provider.</p>
47 On-Site Parking	<p>Check the appropriate box.</p> <p>1 Yes—Parking is available on the premises.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
48 Public Transportation	<p>Check the appropriate box.</p> <p>1 Yes—Public transportation is available.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>

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49 Disabled Student Access	<p>Check the appropriate box.</p> <p>1 Yes—The provider provides support services to help students with physical, visual, hearing, or learning disabilities. Services may include registration assistance, handicapped parking, campus orientation, etc.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
50 Sign Language	<p>Check the appropriate box.</p> <p>1 Yes—The program offers sign language interpretive services.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
51 Other Languages	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered in a language besides English.</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
52 Other	<p>Check the appropriate box.</p> <p>1 Yes</p> <p>2 No</p> <p>This data field is required to be completed by the provider.</p>
53 Target Audience	<p>Record who the program is directed toward (e.g. middle managers, experienced computer programmers, etc.).</p> <p>This optional data field is completed by the provider.</p>
54 Average Class Size	<p>Record the average number of students expected in the classes/courses comprising the program.</p> <p>This data field is required to be completed by the provider.</p>
55 Equipment To Be Used	<p>Record the list of equipment to be used by program participants.</p> <p>This optional data field is completed by the provider.</p>
56 Period Begin Date	<p>Record the begin date for performance data reporting.</p> <p>This optional data field is completed by the provider.</p>
57 Period End Date	<p>Record the end date for performance data reporting.</p> <p>This optional data field is completed by the provider.</p>

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58 Participant Universe	Record the total number of all participants/students exiting program/course between the period begin and end date. This optional data field is completed by the provider.
59 Average Hourly Wage at Placement	Record the average wage at placement in employment of all individuals participating in the applicable program. This optional data field is completed by the provider.
60 Program Completion Rate	Record the number of successful completers divided by "Participant Universe" (see line 58 above). This optional data field is completed by the provider.
61 Entered Employment Rate	Record the number of students who obtain unsubsidized employment divided by "Participant Universe" (see line 58 above). This optional data field is completed by the provider.
62 Skill/Credential Attainment Rate	Record the rate at which completers attained expected skill sets and/or credentials. This optional data field is completed by the provider.
63 Retention Rate	Record the rate at which participants retained employment over a set post-program period. This optional data field is completed by the provider.
Assurance text	I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.
64 Printed Name of Provider Representative	Record the name of the provider representative that may be contacted regarding this form. This data field is required to be completed by the provider.
65 Title	Record the provider representative's title. This data field is required to be completed by the provider.
66 Date	Record the date the provider representative signed the program application form. This data field is required to be completed by the provider.
Signature	Signature of provider representative. This data field is required to be completed by the provider.

 Employment Development Department State of California		01 State Provider Code	For Internal Office Use Only
WORKFORCE INVESTMENT ACT TRAINING PROGRAM SUBSEQUENT ELIGIBILITY APPLICATION		02 State Program Code	
		03 Calendar Year	
		04 Agency Code	
		05 Date Received by LWIB	
Provider Name			
Program Name		Initial Period of Current Eligibility	Eligibility Expiration Period
Performance Information			
06 Performance Standards Type 1 BPPVE 2 CDE – Perkins 3 COCCC - Perkins		07 Average Wage at Placement for All	
08 Program Completion Rate for All		09 Entered Employment Rate for All	
Assurance text I certify that the information that is submitted on this application is true and correct.			
10 Printed Name of Provider Representative		11 Title	12 Date
Signature			

ETPL ESEA

WIA Training Program Subsequent Eligibility Application

Line Item Instructions

The following are line item instructions for completing the Subsequent Eligibility Application form. These instructions are intended to assist applicants with the completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.


01 State Provider Code	Record the eleven-digit state provider code. This data field is required to be completed by the provider and will be used for Administrative purposes. This number will not be displayed to the public.
02 State Program Code	This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.
03 Calendar Year	Record the calendar year in which the program must be determined subsequently eligible. The JTA system will automatically default to the current calendar year. The purpose of this field is to distinguish between the subsequent eligibility applications that will be submitted each year for programs that are to remain on the ETPL. This field is required to be completed by the LWIB if using different calendar year than current.
04 Agency Code	Record the locally defined agency code. This optional data field is completed by the LWIB.
05 Date Received by LWIB	Record the date the LWIB received the application form. This data field is required to be completed by the LWIB.
Provider Name	Record the name under which the institution operates. This name will be displayed on the ETPL. This data field is required to be completed by the provider.
Program Name	Record the name of the training program or course of instruction to be considered for eligibility. This data field is required to be completed by the provider.
Initial Period of Current Eligibility	The Initial Period of Current Eligibility will automatically display in this field.

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<i>Eligibility Expiration Period</i>	The Eligibility Expiration Period will automatically display in this field.
<i>06 Performance Standard Type</i>	<p>Record the Performance Standard type. Enter a number from the choices below to indicate the performance measurement system to be applied to this program.</p> <ol style="list-style-type: none">1. BPPVE: The performance measures, definitions, computations, time frames and required levels are those required by the BPPVE for “approved” programs.2. CDE-Perkins: The performance measures, definitions, computations, time frames and required levels are those required by the US Department of Education for Adult Education and Regional Occupational Programs funded under the Carl D. Perkins Act.3. COCCC-Perkins: The performance measures, definitions, computations, time frames and required levels are those required by the US Department of Education for Post-Secondary Vocational and Technical Education programs funded under the Carl D. Perkins Act. <p>This data field is required to be completed by the provider.</p>
<i>07 Average Wage at Placement for All</i>	<p>Record the average wage at placement in employment for all individuals participating in the applicable program.</p> <p>This data field is optional and should be completed by the provider only if data are available. Enter zero in this field if data are not available.</p>
<i>08 Program Completion Rate for All</i>	<p>Record the program completion rate for all individuals participating in the program.</p> <p>This data field is self-reported by the provider. Enter zero in this field if there were no students in the program during the measurement period.</p>
<i>09 Entered Employment Rate for All</i>	<p>Record the percentage of participants who have completed the applicable program and who are placed in unsubsidized employment.</p> <p>This data field is self-reported by the provider. Enter zero in this field if there were no students in the program during the measurement period.</p>
<i>Assurance Text</i>	I certify that the information that is submitted on this application is true and correct.

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10 Printed Name of Provider Representative	Record the name of the provider representative that may be contacted regarding this form. This data field is required to be completed by the provider.
11 Title	Record the provider representative's title. This data field is required to be completed by the provider.
12 Date	Record the date the provider representative signed the program application form. This data field is required to be completed by the provider.
Signature	Signature of provider representative. This data field is required to be completed by the provider.

 Employment Development Department State of California WORKFORCE INVESTMENT ACT COMMUNITY COLLEGE PROVIDER APPLICATION				01 Provider Code (FEIN)	
				For Internal Office Use Only	
				02 Subgrantee Code	
				03 Agency Code	
				04 Local Provider Code	
05 Provider Name			06 Legal Name (if different)		
07 Mail Address			City, State		08 ZIP
09 Main Phone	10 Main E-Mail		11 Web Site Address		
12 Administrative Contact Name		13 Administrative Contact Title		14 Administrative Contact E-mail	
15 Administrative Contact Phone ()	16 Administrative Contact Fax ()	17 Admissions Phone (if different) ()		18 Financial Aid Phone (if different) ()	
19 Accreditation 1 Yes 2 No		20 Accrediting Body WASC			
21 HEA Eligible (Pell Grant) 1 Yes 2 No		22 Financial Aid Available 1 Yes 2 No		23 Online Registration Available 1 Yes 2 No	
24 Institution Type 1 Public 2 For-profit 3 Non-profit Religious 4 Non-profit Public benefit 5 Mutual 6 Other		25 Provider Type 1 University 2 College 3 Faith Based Organization 4 Community Based Organization (CBO) 5 Vocational 6 Postsecondary 7 ROC/P 8 Other		Additional Services 26 Job Placement Assistance 1 Yes 2 No 27 Career Assessment 1 Yes 2 No 28 Career Counseling 1 Yes 2 No 29 Tutorial Services 1 Yes 2 No 30 ESL Courses 1 Yes 2 No 31 GED Assistance 1 Yes 2 No 32 On-site Childcare 1 Yes 2 No 33 Other 1 Yes 2 No	

ETPL EPVA

Community College Provider Application

Line Item Instructions

The following are line item instructions for completing the Community College Provider Application form. Data provided to EDD by the Chancellor's Office has been loaded into the JTA system and will automatically populate the data fields on this form that are shaded. Data in the populated fields cannot be manually updated or manipulated in any way. The Community College that wants to list its programs on the ETPL must provide its name and the three-digit identification number that is used by the Chancellor's Office to identify the college to the Local Workforce Investment Area (LWIB). Once this information is entered into the JTA system, certain data fields will automatically be completed as described in the instructions below.

01 Provider Code (FEIN)	The FEIN number for the college will automatically display in this field once the college name and identifier are entered.
02 Subgrantee Code	Record the three-digit code that is used to identify the LWIB. This data field is completed by the LWIB.
03 Agency Code	Record the locally defined agency code. This is an optional data field that is completed by the LWIB.
04 Local Provider Code	Record the code used by the LWIB to allow cross-referencing between the local system and the State system. This is an optional data field that is completed by the LWIB.
05 Provider Name	Record the name of the community college. This name will be displayed on the statewide ETPL. Record the three-digit number that is used by the Chancellor's Office to identify the college. This data field is required to be completed by the college.
06 Legal Name	Record the name in which the institution is legally registered, if different from the "provider name" recorded in field #5 above. If this data field is completed, the information must be provided by the college.
07 Mail Address City, State	The address of the college will automatically display in this field once the college name and identifier are entered.
08 ZIP Code	The zip code for the college will automatically display in this field once the college name and identifier are entered.


09 Main Phone	The main phone number for the college will automatically display in this field once the college name and identifier are entered.
10 Main E-Mail	Record the principal electronic mail address. This optional data field is completed by the college.
11 Web site Address	Record the principal business uniform resource locator (URL) or Web site address. This optional data field is completed by the college.
12 Administrative Contact Name	Record the individual who is the community college's primary contact person for the application. This data field is completed by the college.
13 Administrative Contact Title	Record the title of the primary contact person. This data field is completed by the college.
14 Administrative Contact E-mail	Record the electronic mail address for the primary contact person. This optional data field is completed by the college.
15 Administrative Contact Phone	Record the telephone number, including the area code and extension, for the primary contact person. This data field is completed by the college.
16 Administrative Contact Fax	Record the fax number, including the area code, for the primary contact person. This optional data field is completed by the college.
17 Admissions Phone	Record the admissions telephone number, including the area code and extension, if different from the main phone number. This optional data field is completed by the college.
18 Financial Aid Phone	Record the financial aid telephone number, including the area code and extension, if different from the main telephone number. This optional data field is completed by the college.
19 Accreditation	The "Yes" box will be checked automatically once the name and ID number of the college are entered into the system.
20 Accrediting Body	"WASC" will automatically appear in this field once the college name and ID number have been entered into the system.
21 HEA Eligible (Pell Grant)	The "Yes" box will be checked automatically once the name and ID number of the college are entered into the system.

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22 Financial Aid Available	The “Yes” box will be checked automatically once the name and ID number of the college are entered into the system.
23 Online Registration Available	Check the appropriate box. 1 Yes —The community college offers online registration. 2 No This data field is completed by the college.
24 Institution Type	“Public” will automatically be selected in this field once the name and ID number of the college are entered into the system.
25 Provider Type	“College” will automatically be selected in this field once the name and ID number of the college are entered into the system.
26 Job Placement Assistance	Check the appropriate box. 1 Yes —The community college offers services in assisting its graduates in obtaining employment. 2 No This data field is completed by the college.
27 Career Assessment	Check the appropriate box. 1 Yes —The community college offers career assessment services. 2 No This data field is completed by the college.
28 Career Counseling	Check the appropriate box. 1 Yes —The community college offers counseling services to help individuals make career decisions. 2 No This data field is completed by the college.
29 Tutorial Services	Check the appropriate box. 1 Yes —The community college offers tutoring services to encourage and assist individuals in learning a particular subject. 2 No This data field is completed by the college.

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30 ESL Courses	<p>Check the appropriate box.</p> <p>1 Yes—The community college offers classes/courses in English as a second language for non-native and limited English speakers.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
31 GED Assistance	<p>Check the appropriate box.</p> <p>1 Yes—The community college offers assistance to individuals in attaining a certificate of General Educational Development.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
32 On-site Childcare	<p>Check the appropriate box.</p> <p>1 Yes—The community college offers childcare at the training site.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
33 Other	<p>Check the appropriate box.</p> <p>1 Yes</p> <p>2 No</p> <p>This data field is completed by the college.</p>

 Employment Development Department State of California		01 Provider Code (FEIN)		For Internal Office Use Only	
		02 CIP Code		Program Code	
		03 COCCC ID			
WORKFORCE INVESTMENT ACT COMMUNITY COLLEGE TRAINING PROGRAM APPLICATION				04 Subgrantee Code	
				05 Agency Code	
				06 Date Received by LWIB	
				07 Local Program Code	
Provider Name					
08 Program Name			09 Program Description		
10 Training Site Address			City, State		11 Zip
13 Listed on Other State's ETPL 1 Yes 2 No		14 ADA Compliant 1 Yes 2 No		15 Total Hours of Instruction	
16 Credits		17 Non-Credit 1 Yes 2 No		18 Credit Time 1 Semester 2 Quarter	
Total Program Cost 19 Tuition \$ _____ 20 Fees \$ _____ 21 Expenses \$ _____ TOTAL \$ _____		22 Mode of Delivery 1 Classroom 2 Internet 3 Correspondence 4 Broadcast 5 Computer Based 6 Instruction		When Program is Offered 23 Days 1 Yes 2 No 24 Evenings 1 Yes 2 No 25 Weekends 1 Yes 2 No	
26 Frequency of Offering 1 Weekly 2 Monthly 3 Quarter 4 Semester 5 Other		27 BPPVE Approval Status 1 Approved 2 Temporary Approval 3 Registered 4 Exempt 9. Not Applicable		28 BPPVE Approval Expiration Date	
29 Other BPPVE Approved Programs 1 Yes 2 No		30 Registered Apprenticeship 1 Yes 2 No		31 Registered Date	
32 CDE Approved 1 Yes 2 No 33 COCCC Approved 1 Yes 2 No 34 Proven Effectiveness <i>No longer Used</i> 35 Employer Support <i>No longer Used</i> 36 Industry Authorized <i>No longer Used</i>					
37 Continuing Education Units (CEU)			38 CEU Granting Institution		

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39 Resources Required 1 Yes 2 No	40 Program Goal 1 Skill Attainment 5 Associate Degree 2 Certificate 6 Baccalaureate Degree 3 Registration 7 Other 4 License	41 Credentialing Body	
		42 Projected Hourly Wage After Program Completion	
43 Prerequisites			
44 Skill Sets			
45 Curriculum		46 Relevant Occupations (SOC/O*NET Code)	
Course Code	Course Title	Code	Title
		47 Relevant Occupation Recommendation	
		SOC/O*NET Category	Description
Accessibility 48 On-Site Parking 1 Yes 2 No 49 Public Transportation 1 Yes 2 No 50 Disabled Student Access 1 Yes 2 No 51 Sign Language 1 Yes 2 No 52 Other Languages 1 Yes 2 No 53 Other 1 Yes 2 No		54 Target Audience	
		55 Average Class Size	
		56 Equipment To Be Used	
Initial Performance Information			
57 Period Begin Date	58 Period End Date	59 Participant Universe	60 Average Hourly Wage at Placement
61 Program Completion Rate	62 Entered Employment Rate	63 Skill/Credential Attainment Rate	64 Retention Rate
I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.			
Printed Name of Provider Representative		65 Title	66 Date
Signature			

ETPL EPGA

Community College Training Program Application

Line Item Instructions

The following are line item instructions for completing the Community College Training Program Application form. The Community College that wants to list its programs on the ETPL must provide its name and the three-digit identification number that is used by the Chancellor's Office to identify the college to the Local Workforce Investment Board (LWIB). Data provided to EDD by the Chancellor's Office has been loaded into the JTA system to provide a choice list of the programs that are offered by each local college. Once the programs to be listed on the ETPL are selected from the choice list, the system will automatically populate the data fields on this form that are shaded. Data in the populated fields cannot be manually updated or manipulated in any way. Further details on the data required in each field on the form are provided below.

01 Provider Code (FEIN)	The FEIN number for the college will automatically display in this field once the college name and identifier are entered.
02 CIP Code	<p>This is Classification of Instructional Programs (CIP) Code. The CIP Code is the U.S. Department of Education's standard code for federal surveys and state reporting of institutional data, including program offerings, enrollments, and completions. You may view the <i>CIP Code Handbook</i> at the Web site address http://nces.ed.gov/npec/papers/PDF/cip.pdf</p> <p>The CIP code will automatically display in this field once the program is selected from the choice list.</p>
03 COCCC ID	<p>Record the 3-digit code used by the Chancellor's Office to identify the college.</p> <p>This data field is completed by the college.</p>
Program Code	This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.
04 Subgrantee Code	<p>Record the three-digit code that is used to identify the LWIB.</p> <p>This data field is completed by the LWIB.</p>
05 Agency Code	<p>Record the locally defined agency code.</p> <p>This optional data field is completed by the LWIB.</p>
06 Date Received by LWIB	<p>Record the date the LWIB received the application form.</p> <p>This data field is completed by the LWIB.</p>
07 Local Program Code	<p>Record the local program code that is assigned by the LWIB.</p> <p>This optional data field is completed by the LWIB.</p>

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Provider Name	Record the name to be displayed on the ETPL. This data field is completed by the college.
08 Program Name	Select the training program or course of instruction to be considered for eligibility from the choice list. The college will provide the LWIB with the name of the program that they want to list on the ETPL. The LWIB must select this program from the choice list of programs that are offered at the college.
09 Program Description	Record the description of the program or course. This data field is completed by the college.
10 Training Site Address	This field will automatically display once the college name and ID are entered into the system.
City, State	This field will automatically display once the college name and ID are entered into the system.
11 ZIP	This field will automatically display once the college name and ID are entered into the system.
12 County	This field will automatically display once the college name and ID are entered into the system.
13 Listed on Other State's ETPL	"NO" will automatically display in this field once the college name and ID are entered into the system.
14 ADA Compliant	Check the appropriate box. 1 Yes —The college meets the Americans with Disabilities Act (ADA) as defined by Federal and State requirements. 2 No This data field is completed by the college.
15 Total Hours of Instruction	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
16 Credits	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
17 Non-Credit	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
18 Credit Time	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

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19 Tuition	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list. Only the tuition will be shown. Additional fees and expenses will not be included.
20 Fees	This field will not be completed.
21 Expenses	This field will not be completed.
Total	This field will not be completed.
22 Mode of Delivery	<p>Check the appropriate box.</p> <p>1 Classroom—The program is conducted in a classroom Style.</p> <p>2 Internet—The program is conducted entirely online, via the World Wide Web.</p> <p>3 Correspondence—The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.</p> <p>4 Broadcast—The program is transmitted by radio or television.</p> <p>5 Computer-Based Instruction—The program is an interactive computer-based training course.</p> <p>This field is completed by the college.</p>
23 Days	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered between 6:00 a.m. and 4:59 p.m.</p> <p>2 No</p> <p>This field is completed by the college.</p>
24 Evenings	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered at or after 5:00 p.m.</p> <p>2 No</p> <p>This field is completed by the college.</p>
25 Weekends	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered Saturday's and/or Sunday's.</p> <p>2 No</p> <p>This field is completed by the college.</p>
26 Frequency of Offering	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

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27 BPPVE Approval Status	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
28 BPPVE Approval Expiration Date	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
29 Other BPPVE Approved Programs	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
30 Registered Apprenticeship	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
31 Registered Date	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
32 CDE Approved	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
33 COCCC Approved	"YES" will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.
34 Proven Effectiveness	<i>This field is no longer used. All private training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i>
35 Employer Support	<i>This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i>

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36 Industry Authorized	<i>This field is no longer used. All private training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).</i>
37 Continuing Education Units (CEU)	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
38 CEU Granting Institution	This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.
39 Resources Required	“YES” will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.
40 Program Goal	“Certificate” or “Associate Degree” will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.
41 Credentialing Body	This field will be automatically displayed once the college name and ID are entered into the system and the program is selected from the choice list.
42 Projected Hourly Wage After Program Completion	Record the projected hourly wage after completing the program. This optional data field is completed by the college.
43 Prerequisites	Record the requirements needed, such as grade level, skills, etc. for entry into the offered program/course. This data field is completed by the college.
44 Skills Sets	Record the list of skill sets to be acquired upon completion of the program course. This optional data field is completed by the college.
45 Curriculum	This field must be completed by the college. The college may enter “ see catalog ” instead of listing the curriculum.

46 Relevant Occupations	<p>Record the list of occupations, including the Standard Occupational Classification (SOC) / Occupational Information Network (O*NET) code, for which the program is applicable. The SOC code can be located in the following Web site http://stats.bls.gov/oco/home.htm</p> <p>The O*NET 3.1 database can be located in the following Web site http://www.onetcenter.org</p> <p>This data field is required to be completed by the college.</p>
47 Relevant Occupation Recommendation	<p>If a SOC/O*NET code is not available, record the list of occupations, including the two-digit SOC category for the major occupation group or industry in which the program is applicable.</p> <p>This optional data field is completed by the college.</p>
48 On-Site Parking	<p>Check the appropriate box.</p> <p>1 Yes—Parking is available on the premises.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
49 Public Transportation	<p>Check the appropriate box.</p> <p>1 Yes—Public transportation is available.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
50 Disabled Student Access	<p>Check the appropriate box.</p> <p>1 Yes—The college provides support services to help students with physical, visual, hearing, or learning disabilities. Services may include registration assistance, handicapped parking, campus orientation, etc.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
51 Sign Language	<p>Check the appropriate box.</p> <p>1 Yes—The program offers sign language interpretive services.</p> <p>2 No</p> <p>This data field is completed by the college.</p>

52 Other Languages	<p>Check the appropriate box.</p> <p>1 Yes—The program is offered in a language besides English.</p> <p>2 No</p> <p>This data field is completed by the college.</p>
53 Other	<p>Check the appropriate box.</p> <p>1 Yes</p> <p>2 No</p> <p>This data field is completed by the college.</p>
54 Target Audience	<p>Record who the program is directed toward (e.g. middle managers, experienced computer programmers, etc.).</p> <p>This optional data field is completed by the provider.</p>
55 Average Class Size	<p>Record the average number of students expected in the classes/courses comprising the program.</p> <p>This data field is required to be completed by the college.</p>
56 Equipment To Be Used	<p>Record the list of equipment to be used by program participants.</p> <p>This optional data field is completed by the college.</p>
57 Period Begin Date	<p>Record the begin date for performance data reporting.</p> <p>This optional data field is completed by the college.</p>
58 Period End Date	<p>Record the end date for performance data reporting.</p> <p>This optional data field is completed by the college.</p>
59 Participant Universe	<p>Record the total number of all participants/students exiting program/course between the period begin and end date.</p> <p>This optional data field is completed by the college.</p>
60 Average Hourly Wage at Placement	<p>Record the average wage at placement in employment of all individuals participating in the applicable program.</p> <p>This optional data field is completed by the college.</p>
61 Program Completion Rate	<p>Record the number of successful completers divided by “Participant Universe” (see line 59 above).</p> <p>This optional data field is completed by the college.</p>

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<i>62 Entered Employment Rate</i>	Record the number of students who obtain unsubsidized employment divided by "Participant Universe" (see line 59 above). This optional data field is completed by the college.
<i>63 Skill/Credential Attainment Rate</i>	Record the rate at which completers attained expected skill sets and/or credentials. This optional data field is completed by the college.
<i>64 Retention Rate</i>	Record the rate at which participants retained employment over a set post-program period. This optional data field is completed by the college.
<i>Assurance text</i>	I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.
<i>Printed Name of Provider Representative</i>	Record the name of the college representative that may be contacted about the information provided in this form. This data field is completed by the college.
<i>65 Title</i>	Record the college representative's title. This data field is completed by the college.
<i>66 Date</i>	Record the date the college representative signed the program application form. This data field is completed by the college.
<i>Signature</i>	Signature of college representative. This data field is completed by the college.